

<u>Tri-Service Cost Engineering Certification Program</u>		Revised 14 Dec 2004 29 Jan 2001
CERTIFICATION BY-LAWS		
INSIDE THIS ISSUE: <i>Article A: Objective</i>	<u>ARTICLE A - OBJECTIVES</u> 1. To raise the professional standards and improve the practices of cost engineering by giving special recognition to those Tri-Service employees whom, in fulfilling prescribed standards of performance and conduct, have demonstrated and maintained a high level of competence and ethical practices.	
<i>Article B: Certification Specifications</i>		
<i>Article C: Administration.</i>	2. To identify for the Department of Defense (DoD), it's customers, and the public, persons with the broad knowledge of and capability to professionally apply principles of cost engineering.	
<i>Article D: Certification Eligibility</i>	3. To establish a continuing career development program whose goal is the improvement of individual cost engineering skills and professional development?	
<i>Article E: Certification by Examination</i>	4. To enhance the body of knowledge, and standards of conduct for the practice of cost engineering.	
<i>Article F: Certification Maintenance</i>	<u>ARTICLE B - AREA OF CERTIFICATION SPECIALIZATION</u> 1. This certification program is limited to Tri-Service Government employees only.	
<i>Article G: Tri-Service Designations</i>	2. Applicants may be certified as a Tri-Service Cost Engineer, Cost Consultant or Cost Engineering Technician (hereafter referred to as Tri-Service Cost Engineering Professionals) encompassing specialties in cost estimating, cost control, cost and risk analysis, historical cost data collection, cost projection, economic analysis/life cycle costing, planning and scheduling. Eligibility requirements are described in Article D – Certification Eligibility.	
<i>Article H: Expiration or Revocation of Certification</i>	3. In order to use the designation of Tri-Service Certified Cost Engineer (CCE) , applicants must be officially registered/licensed as a Professional Engineer or a Registered Architect. The title "engineer" is limited to this category.	

4. A person with an accredited Bachelor's Degree in engineering, architecture or construction management, but not officially registered as a professional engineer or registered architect will be awarded the title of **Tri-Service Certified Cost Consultant (CCC)**. This includes DOD Tri-Service employees who have attained the position title of architect or engineer in the Department of Defense through extensive work experience and training without an accredited degree.

5. The **Tri-Service Certified Cost Engineering Technician (CCET)** designation applies to applicants who possess an accredited two-year associate degree or equivalent training and two years of relevant work experience in cost engineering.

6. Change of Status/Upgrade

At any time after achieving the levels of CCET or CCC, an individual meets/obtains the qualifications to advance to another category (i.e. CCC or CCE), he/she may apply for this change of category. The individual will submit a request to a Certification Board member with all the necessary information to support the request along with their immediate supervisor's statement attesting the individual has/is continuing to work in the cost engineering arena and has met the required qualifications at the level being sought. The Board member will review the request and recommend the appropriate action. If the request is denied, the applicant will be notified along with the reasons) for denial. If the request is approved, the Certification Board will take the action to issue the appropriate certificate. It should be noted that although the change of status may occur anytime between the issue date of an applicants initial (or subsequent renewal) certificate and the renewal period (5 year), this change of status will not alter the renewal time frame as detailed in Article F, Certification Maintenance & Re-Certification. Maintenance requirements will continue to be based on the date of the individuals' initial certificate or date of issue of re-certification if obtained by examination.

Article C - Administration

1. Responsibility for planning, directing, and administering the program rests with the Certification Board. A majority of the members present at any meeting constitutes a quorum and will allow the board to conduct its affairs. The Certification Board is appointed by the Tri-Service Cost Engineering Steering Committee and consists of six members. Selections are made by a majority vote of the committee members.

2. The Certification Board is responsible for preparing the Tri-service certification examinations, sample questions, and study guide .

3. The Certification Board will appoint an administrator to assist the Board in administering the Tri-Service Certification Program as required.

4. An examination proctor will be appointed by the certification board to conduct each examination. This person will be selected from the Cost Engineering Steering Committee members, DoD agencies, certified branch chiefs, or other responsible persons, as the Certification Board deems appropriate.

5. The Certification Board shall not determine who shall engage in or practice cost engineering, but rather shall certify that those who apply for certification are deemed

qualified and capable of being recognized as **Certified Tri-Service Cost Professionals (CTSCP)**.

Article D - Certification Eligibility

1. Any individual with a minimum of **4 years** of **verifiable cost engineering experience** may apply for certification. This experience may consist of a **minimum 2 years** of college-level academic training or nine **(9)** Continuing Education Units (CEUs) of Cost Engineering related training which, when combined with practical cost engineering experience of at least **2 years** will result in a total of at least **4 full years**. If the amount of time spent in a specific cost engineering effort is less than 100 percent of the total time, multiply the total time by the percentage of time engaged in cost engineering activities to obtain the time credit for work experience. A percentage less than 50 percent during any period may not be counted without the Certification Board's approval.
2. Training courses used to meet the academic eligibility requirements for certification must be taken within 3 years prior to submission of application. The **Certification Board** will determine the validity of each course.
3. At least 2 years of practical cost engineering experience for credit must consist of continuous employment in a cost engineering effort directed towards the application of the principles and techniques of cost engineering. The experience must be verified by the supervisor of the candidate or by other appropriate verification.

Article E - Procedures for Certification by Examination

1. Submit to a written examination at a locality determined by the Certification Board.
2. Application forms may be obtained from the either office of the U.S. Army Corps of Engineers, Cost Engineering & System branch (CECW-EIC) or a Certification Board member. The application form may be filed at any time with the Certification Board. Identification of the Certification Board members will be printed in the Corps of Engineers newsletter.
3. After the application has been reviewed by the Certification Board and all prerequisites verified, the applicant would be provided with references of suggested study material in order to prepare for the examination. The applicant will be formally advised of the exact place and date of the next examination. The location for these examinations will normally take place locally or at regional sites designated by the Certification Board.
4. The results of the written examination will be scored and recorded. The minimum-passing grade is 80 percent.
5. The score obtained in the written examination will determine whether or not the applicant meets the qualifications for certification. Upon passing, the Certification Board or designee will promptly issue a certificate of certification. If an applicant is disapproved, the Certification Board will so advise the applicant and make known the reasons thereof.
6. An applicant who fails to receive certification has 30 days in which to appeal the decision in writing to the Tri-Service Cost Engineering Steering Committee.
7. An applicant who has failed the written examination must wait 6 months before retaking

the examination. The certification application is not required to be resubmitted. An applicant who fails to take the examination at the scheduled time and place will be allowed to reschedule the examination without having to submit a new application provided that the applicant requests this in writing. If the applicant does not report for examination one (1) year after the originally scheduled examination date the application will be considered void, and the applicant may not sit for examination unless he or she submits a new application.

8. All details pertaining to an applicant's request for certification will be kept confidential. The Steering Committee, as well as the Certification Board will not disclose the names of applicants who fail. The official records of each applicant and a list of those currently certified will be maintained by the Certification Board for its use in verifying certification.

Article F - Certification Maintenance

1. Certification is valid nominally for 5 years, after which re-certification by the board will be required. For purpose of establishing a uniform date for re-certification, the December 31st nearest to 5 years from the initial date of examination shall be considered the termination date of the initial certification period. The certification and expiration dates will be placed on the certificate. Re-certification may be accomplished by either examination or through the **Professional Credit Plan**. Under this plan, credits may be earned through activities that have been selected to assist each certified Tri-service Cost Professional to keep abreast of new techniques, methods, and state-of-the-art advances in their profession. Nine (9) credits must be accumulated during the current nominal 5-year period of certification.

2. Should a certified cost professional fail to submit an application for re-certification via the Professional Credit Plan prior to 1 October of the expiration year, the Certification Board will act as follows:

a. If the re-certification application is submitted (postmarked) after 1 October along with written documentation describing extenuating circumstances that made on-time submittal impossible, the Certification Board, at its sole discretion, will decide whether or not to accept the application.

b. In all other cases, the certification will expire and may be reacquired by examination only.

(Note: It is the responsibility of the applicant to obtain a re-certification application and apply for renewal of his or her certificate during the expiration year and no later than 3 months prior to expiration of the certification. Responsibility for applying for renewal in a timely manner rests solely with the certified individual.)

3. All Credits claimed must be documented on the re-certification form and attested by the supervisor. The re-certification form must be mailed to the Certification Board during the expiration year, but not less than 3 months prior to the expiration of the 5-year certification period.

4. If a certified **Tri-Service Cost Professional** elects to re-certify by taking the examination, they must notify the certification board not less than 90 days prior to the expiration of their certificate.

5. Nine (9) credits are required for re-certification. The professional credits and the maximum that may be accrued during the current nominal 5 years period of certification are as follows:

a. Performed (maximum 6 credits, 2 credits per year)

Employed as a practicing cost engineer or estimator, supervisor, or manager in a cost engineering function. A statement of the work performed and the period claimed must be attested to by the applicant's immediate supervisor. Maximum credit will be given for full time work in cost engineering. Less than full-time work in cost engineering will receive credits in proportion to the percentage of full-time work actually spent in cost engineering.

b. Learned (Maximum 3 credits)

The credits in this category will be based on Continuing Education Units (CEUs). Each CEU will be equivalent to one professional credit.

i. Attended cost engineering training, seminars, conferences, clinics, workshops, or other symposia. Credits for attendance will be based on assigned CEUs. If CEUs are not assigned, the Certification Board will determine the amount of professional credit based on a 40-hour period equals one professional credit unit.

ii. Completed a cost engineering course sponsored by the government, a corporation, university, college, and non-cost engineering/project management professional society or trade association.

iii. Completed a seminar sponsored by a university or college, or school of continuing education, which award a certificate of participation. The seminar must be of a specialized subject relating to cost engineering, pertaining to the latest technological advances and trends. The claimant must explain how the seminar relates to cost engineering. Credits for attendance will be based on assigned CEUs.

c. Taught (maximum 6 credits)

i. Participated as an instructor of cost engineering courses conducted by federal agencies, a university, college, industry, state government, local community, or professional society. Two credits per year, maximum 6 credits.

ii. Submitted acceptable certification examination questions with answers to the certification Board for use in examination. Each acceptable question and answer will receive a 0.50 credit towards re-certification. Maximum 2 credits.

d. Published/Presented (maximum 6 credits)

i. Published a professional paper on cost engineering in a professional journal, a nationally or internationally distributed magazine. Two (2) credits per paper; or

ii. Published an article in the Tri-Service quarterly Cost Engineering Newsletter. One (1) credit per article;

iii. Presented a paper on cost engineering at a major technical society meeting. Two (2) credits per paper; or

iv. Presented a paper on cost engineering to any professional, governmental, community or select audience where such delivery is beneficial to the cost engineering profession.

One (1) credit per formal written papers; one-half (1/2) credit per oral presentation.

v. Develop or update cost related, agency-wide, Technical Manuals (TM), Regulations, Etc. Two (2) credits per document.

vi. Presented an acceptable thesis or dissertation on a cost engineering subject in partial fulfillment of the requirements for an advanced degree from an accredited college or university. Four (4) credits per thesis or dissertation.

e. Served (maximum 6 credits)

i. Elected as an officer or director of a national/international cost engineering society. One (1) credit per year.

ii. Member of a chapter of a recognized cost engineering or engineering society. One (1) credit per year.

iii. Served as a member of the Certification Board. Two (2) credits per year.

iv. Appointed as chairperson of a standing technical or special ad hoc committee for the Tri-Service, Cost Engineering Steering Committee or as a contributing member of such a committee, which must be verified by the chairperson. One (1) credit per year.

v. Participated in a voluntary professional society, state, county, municipal, or local community cost engineering activity. One (1) credit per year.

6. If an applicant fails in re-certification, he or she has 30 days to appeal the decision to the Cost Engineering Steering Committee.

Article G - Use of the Certified Tri-Service Cost Engineer, Cost Consultant, and Cost Estimator Designations

1. A certified individual may use the "***Tri-Service Certified Cost Engineer (CCE), Certified Cost Consultant (CCC) or Certified Cost Engineering Tech (CCET)***" designation (ref. Article B) with his or her name on Government business letters and business cards.

2. Certification is for the individual only. The ***Tri-Service Certified Cost Engineer, Certified Cost Consultant or Certified Cost Engineering Technician*** designations may not be used to imply that a Tri-Service organization's cost engineering office is certified.

Article H - Expiration or Revocation of Certification

If a certified individual does not accumulate the required professional credits on time or be re-certified by examination, his or her certification shall be terminated unless in the judgments of the Certification Board extenuating circumstances exist and the deficiency can be readily corrected. Certification may be revoked for causes such as violation of the "Principles of Ethical Conduct for Government Officers and Employees" (Executive Order 12674), falsification of information on the applications, malpractice, or unethical behavior.

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